PRMS

Natural Resources Conservation Service

Fingertip Guide

Performance & Results Measurement System

Starting PRMS

Open the PRMS Welcome screen in an internet browser at

[http:\\www.nrcs.usda.gov/prms]

On the left of the screen, the *menu bar* provides access to PRMS tasks.

The *tool bar* contains buttons from major PRMS activities.
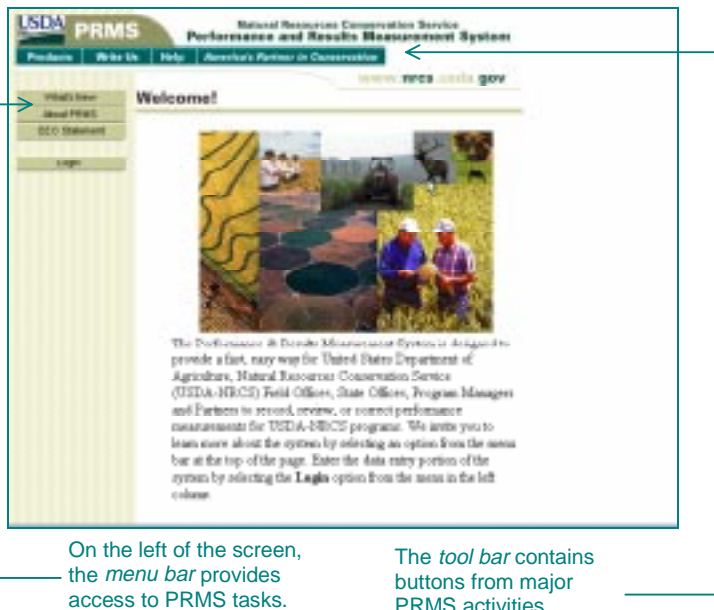
The Welcome screen has the following topic buttons:

- *What's New* - provides information on new functions
- About PRMS - provides a general overview of PRMS
- *EEO Statement* -USDA NRCS Equal Opportunity Statement
- *Login* – allows you to enter your login and password

About PRMS

PRMS activities can be grouped into 3 categories:

- *Account Management* - manage and change user profile, update password, and add new users
- *Data Entry* – input performance records
- *Product Generation* – access reports, maps and data

Using Help

Click **Help** on the toolbar to open a separate browser window for displaying help topics. The help system contains screen level help, choice lists, definitions, and procedures.
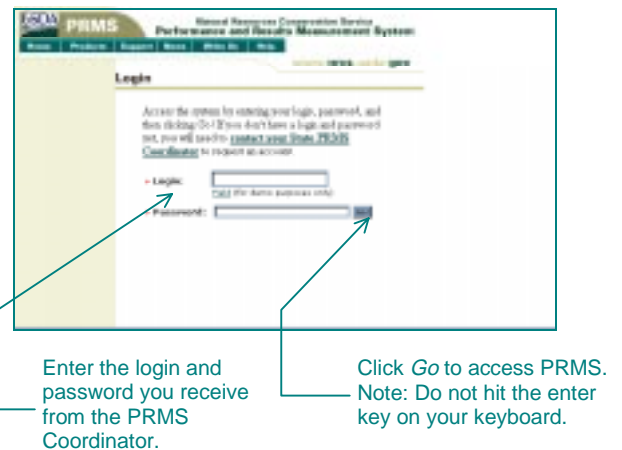
Getting Started

Obtaining a PRMS login:

To obtain a login and password, contact your registrar or PRMS Coordinator (National, Regional or State). Your login and password will be auto-assigned by the system and sent to you in an e-mail. If you have any other questions, contact

NRCS Hotline: 1-888-311-1444

From the PRMS Home Page, click **Login** on the menu bar. Login as shown below.

Enter the login and password you receive from the PRMS Coordinator.

Click *Go* to access PRMS. Note: Do not hit the enter key on your keyboard.

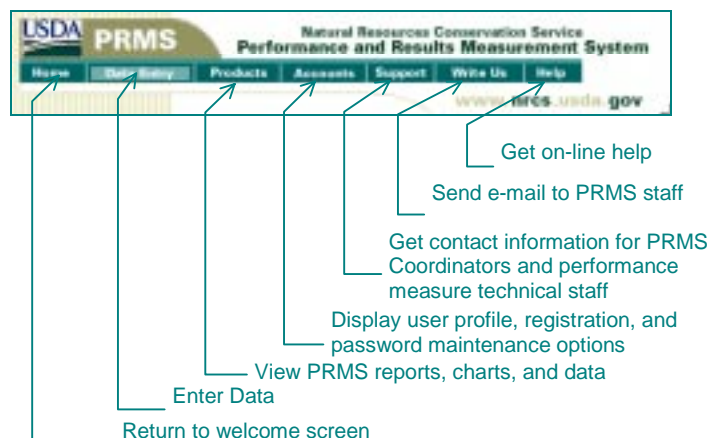**Even without a user login**, you can obtain information from PRMS including:

- View basic reports
- Use PRMS help system
- View new developments
- Write us with your comments
- Identify support contacts

Navigating the tool bar:

After logging in, the tool bar will change to include a variety of options. Highlighted text indicates that the option selected is active.

Get on-line help

Send e-mail to PRMS staff

Get contact information for PRMS Coordinators and performance measure technical staff

Display user profile, registration, and password maintenance options

View PRMS reports, charts, and data

Enter Data

Return to welcome screen

Setting your user profile:

Before entering data records for the first time, you should set up your user profile. Your user profile customizes screens for your data entry. Click **Accounts** on the tool bar.

The Accounts button provides access to change password and user profiles.
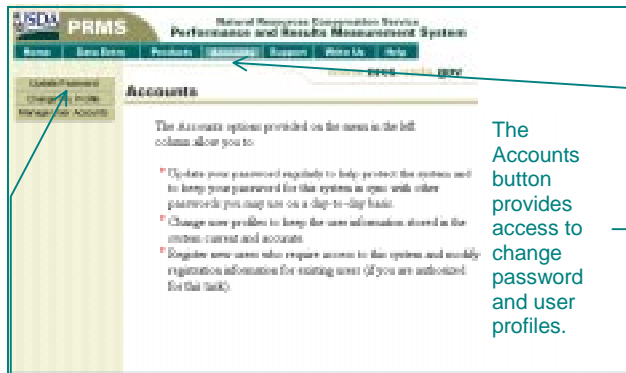
Select **Change My Profile** from the menu bar.
Note: **Manage User Accounts** is only available for PRMS Coordinators.

Once the Accounts menu has been selected, click **Change My Profile** on the menu bar. When the User Profile screen appears, you can define default choices to display on your data entry screens. Limiting the programs and locations you choose will help the data entry screens load more quickly.
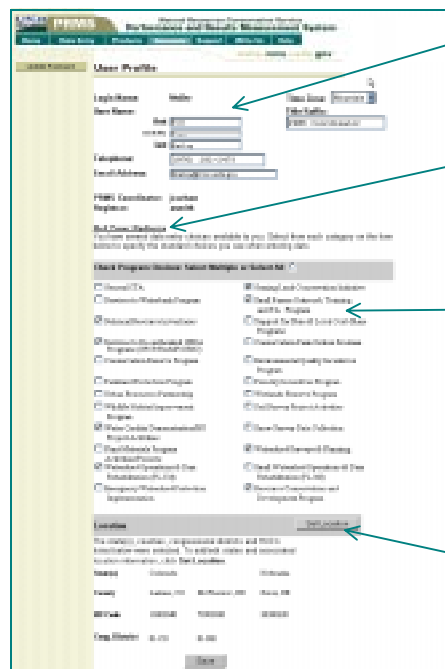
This section describes the user.

Set Your Options allows you to customize choice lists.

Select frequently used programs.

Set Location displays a series of screens for identifying the state, county, congressional district, and 8-digit hydrologic units where you most frequently work.

Click Save after completing all the screens.

After you have selected the program choices, click the **Set Location** button and specify the counties, congressional districts, and 8-digit hydrologic units in which you work most commonly. Select *Submit* to accept the information and click on **Save** when the initial user profile screen returns.

You are ready to begin entering performance data.

Entering Data

Performance data in PRMS is entered at National, State, and Field office levels. Below, we describe the Field office screens. National and State screens are similar in operation.
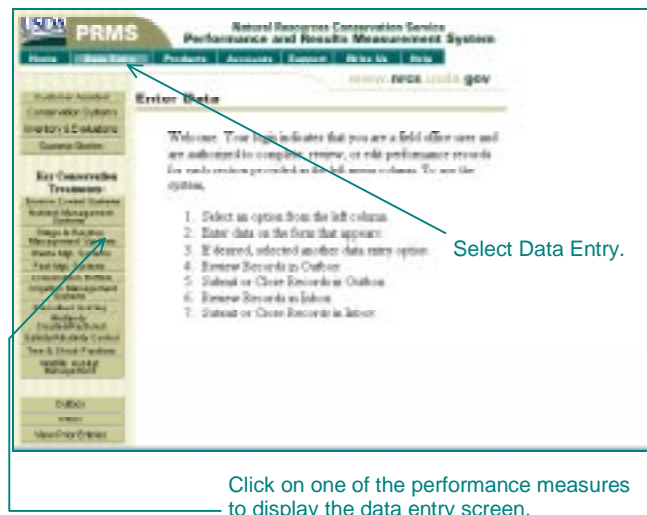
Select Data Entry.

Click on one of the performance measures to display the data entry screen.

The menu bar lists the data entry forms for each performance measure. The five performance measures are:

1. Customers Assisted
2. Conservation Systems
3. Inventory and Evaluations
4. Success Stories
5. Key Conservation Treatments

From here you can select the performance measure that you want to input. The example shows the data entry form for the *Nutrient Management Systems* performance measure.

NOTE:
PRMS Coordinators and registrars have additional options. General users can use the methods discussed here for completing the forms, selecting from choice lists, getting additional information, submitting performance records, and managing the in and out boxes.

Completing Entry Screens

1 Several sections of the screen (e.g., Customer Information, Programs, and Location) are similar on most of the data entry screens.

2

3 The data entry fields unique to a performance measure are accented with a shaded box in a different color.

4

5 Dropdown lists may appear either with arrows or buttons depending on the browser and operating system you are using.

Click on **Save to Outbox** once you have completed the form. If you do not wish to save or submit the data entered, you may select another performance measure from the menu bar, or click the **Back** button on your browser to return to a previous screen.

1 Record Reference/Assistance Date

Record Reference: You can choose to enter a name or comment in this field to help reference your record. This record reference appears in the Inbox and Outbox to help you remember what has been entered.

Assistance Date: This field defaults to the current date when entering a record. If you wish to record a different date you may enter it here.

2 Enter Customer Information

Customer Type: Required field that identifies the customer type such as landowner/operator, units of government, congress, tribal government, etc. Select from drop-down list.

Customer Status: Select the boxes that identify the racial origin, gender, and ethnicity of a person.

Customer Type Choice List

Agricultural land owner/operator	Unit of Government
Agricultural group	Non-agricultural suburban and urban
Non-agricultural rural landowner/operator	landowner
Non-agricultural rural group	Tribal Government
Non-agricultural suburban/urban group	Congress
Student/Educator	Private Business / Industry / Consultant
Community/Non-Profit Organization	

3 Performance Measures

This data entry area will vary for each performance measure depending on the information being collected. The performance measure sections appear in a contrasting shaded box.

4 Select Programs

Program Category Choice List
Conservation Technical Assistance (CTA) (CO-01)
Farm Bill Compliance (HEL and Swampbuster) (CO-01)
Grazing Lands Cons. Initiative (GLCI) (CO-01)
Waterbank Program (CO-01)
State & Local Cost-Share Programs (CO-01)
Colorado River Salinity Control Program (CRSCP) (CO-01)
Great Plains Conservation Program (GPCP) (CO-01)
Rural Abandoned Mine Program (RAMP) (CO-01)
Conservation Farm Option Program (CFO) (CO-01)
Conservation Reserve Program (CRP) (CO-01)
Environmental Quality Incentives Program (EQIP) (CO-01)
Farmland Protection Program (FPP) (CO-01)
Forestry Incentives Program (FIP) (CO-01)
Urban Resources Partnership (URP) (CO-01)
Wetlands Reserve Program (WRP) (CO-01)
Wildlife Habitat Improvement Program (WHIP) (CO-01)
Soil Survey (CO-02)
Water Quality (CO-30)
Snow Survey (CO-45)
Plant Materials (CO-46)
Watershed Surveys & Planning (PL-06)
Watershed Operations (PL-534) (WF-03)
Small Watershed Operations (PL-566) (WF-08)
Emergency Watershed Protection (EWP) (WF-16)
Resource Conservation and Development Program (RC&D) (RCD-11)
American Heritage Rivers Program
Salmon Recovery Initiative

The program section will list only those programs you selected when setting up your user profile. If a performance measurement applies to another program, select it from the full list in the "More" box. You may indicate multiple programs.

5 Identify Location

Indicate where the activity was performed. If the activity was performed in more than one location, select the location where the majority of the effort took place. If you wish to divide the activity between locations, separate entries must be made.

Managing Performance Records

After completing data entry, save the record to your Outbox.

Saving to the Outbox

Select to transmit records

Click on the performance measure to display the data entry screen. You can edit or delete the record. Click on **Save to Outbox** after edits have been made. **Note:** Deleted records cannot be recovered.

Monitoring the Inbox

Click on rejected record to correct errors for resubmission.

If your connection is lost during a session, any records you have saved to your Outbox will be placed in your Inbox as "Abandoned" records. The system may take a few minutes to move abandoned records to Outbox.

Viewing Prior Entries

Enter a date range

Click to view previously entered records.

Accessing PRMS Products

Select **Products** from the tool bar to allow fast, easy access to PRMS information. Product categories are listed in the menu bar. Click on the desired category. A Report Options screen will be displayed with more options to customize the requested report.

Select the performance measure for which product is desired. A Report Options screen will be displayed for more options such as the customer, location, and date range information.

When the product displays in the browser window, you may view it and print it.

The PRMS system provides maps, data, and reports for performance measure accomplishments based on current data in the PRMS system.